

Steps to follow in making a referral to the AADAC Business & Industry Clinic

The following five steps are intended as a guide for referral agents interested in referring a client to the Business & Industry Clinic. *You may wish to call the Business & Industry intake/admissions counsellor to determine current bed availability. This information will be valuable when you meet with the client to plan how to proceed.*

STEP 1: Assess client

The goals of assessment are:

1. *to determine readiness for residential treatment and to determine if the Business & Industry Clinic program is a good match for the client/employee*
2. *to provide information to the client about the program*

Before confirming a treatment date, we require the following client information:

- name and date of birth
- circumstances leading up to this referral
- history or pattern of alcohol and other drug use
- how major life areas have been affected by use
- any psychological/psychiatric conditions and treatment history
- any medical concerns and medications
- an assessment of risk for self-harm or violence
- a completed Application for Residential Treatment

NOTE: Clients with pre-existing physical and/or mental health conditions must have their doctor complete section four of the application form.

- a completed medical self-report for clients without a pre-existing physical and/or mental health conditions
(applications/forms are available on the AADAC Web site)

STEP 2: Call the Business & Industry Clinic intake/admissions counsellor with client information

The information requirements noted in **Step 1** can be communicated by telephone to the intake/admissions counsellor at the Business & Industry Clinic. A completed application form, medical form, or other documentation related to any psychological/psychiatric issue, should be faxed to **Admissions, Business & Industry Clinic at 780-538-6359**.

When you make your intake call, the intake/admissions counsellor will provide two dates for you to confirm with your client, a date to arrive at the Detoxification Unit for initial assessment and a date for admission to the Business & Industry Clinic treatment program. Clients normally spend 48 hours in the Detoxification Unit. Extra days in this unit will be arranged, if needed in order for your client to achieve five days of abstinence prior to starting treatment. All clients must be assessed for 48 hours in the Detoxification Unit regardless of when they last used alcohol or any other drug.

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Contact Information

AADAC Business
& Industry Clinic
11333 - 106 Street
Grande Prairie, AB
Canada T8V 6T7

Tel: 780-538-6350

Outside Alberta:
1-800-419-1149

Fax: 780-538-6359

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business &
industry clinic

Partners in Recovery

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STEP 3: Advise the admissions/intake counsellor of reporting process information

The intake/admissions counsellor will require specifics as to third party/referral agent reporting needs including:

- who is to receive weekly reports, discharge summary, and follow-up reports
- how to fax these reports in order to maintain confidentiality
- how to identify the client on the reports
- who should be contacted in case of early discharge

STEP 4: Advise the admissions/intake counsellor of billing procedures for treatment fees

Before the client arrives, the referral agent is asked to confirm with the intake/admissions counsellor who will be paying for the treatment program. (Current fees are noted on the page inserted in the inside front cover pocket).

If the employer or health benefits provider is paying the treatment fee, the following information is required for invoicing purposes:

- how to identify the client on the invoice in order to maintain confidentiality (name, file number or other identifier)
- to whose attention the invoice is to be directed
- the address or confidential fax number to be used for billing/receipt purposes

If the client or another individual is paying, please advise the client in advance that payment in full is required in the form of a certified cheque, money order, or by VISA/Mastercard immediately upon arrival.

STEP 5: Advise the intake/admissions counsellor of changes in arrival or treatment dates

Please advise the intake/admissions counsellor as soon as possible if changes in travel plans or treatment date become necessary. This will allow us the opportunity to be sure there is available space to meet your client's needs as soon as possible.